



December 15th, 2005

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Classification Determination and Human Resource Service Selection for TAM positions , Agenda Item 13

Dear Commissioners:

TAM staff have reviewed the workings of TAM since the Board adopted recommendations on staffing levels in April 2005. In the previous agenda item discussion, staff will be going over the findings from their assessment. As a follow-up to that item, staff may be making a recommendation for proceeding on hiring two to three critical positions, covering programming, finance, and clerk/ administrative duties. These positions were envisioned as core positions in the April 2005 report, and are badly needed to enable TAM to function properly.

In order to proceed on the hiring of staff into these positions, the TAM Board must consider and approve a classification level and salary range for these positions. The TAM Board must also determine the appropriate benefits package, as well as who will be providing benefits, insurance, and payroll functions. Note that presently, the TAM Executive Director is hired through Local and Regional Government Services, a Joint Powers Authority. Staff will be presenting benefit options as well as an option for continuing to use LGS for TAM's Human Resource services.